



Clallam Conservation District

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MINUTES

Regular Monthly Meeting March 13, 2007

Supervisors Present: Don Hatler, Joe Murray, Ben Smith

Associate Supervisors Present: none

Staff Present: Joe Holtrop, District Manager; Janell Kiphart, Administrative Assistant; Conservation Planners Jennifer Coyle-Bond, Meghan Peacock, and Clea Rome,

Others present: Jim Poffel, Natural Resource Conservation Service; Stu Trefry, Conservation Commission

Joe Murray called the meeting to order at 3:05 PM.

Approval of Minutes

Ben Smith moved to approve the minutes from the February 13, 2007 meeting. Don Hatler seconded. Motion approved.

REPORTS

Staff Reports

Jennifer Coyle-Bond – Worked on farm planning for Theresa Jones. Jennifer and Meghan Peacock have put on two of three workshops for the Horse and Livestock workshop series in the Mt. Pleasant area, with 20-25 people in attendance both times.

Clea Rome – Presented at the Home Expo in Sequim and found a high amount of interest in the site development portion of Built Green projects. Although it will be a higher initial investment for a builder to use Built Green techniques, homeowners will reap the benefits and will hopefully pay more for Built Green homes.

Meghan Peacock – Merrill & Ring and Green Crow have donated all of the trees, 4,800 in total, for the Big River revegetation project. Planting will take place through the end of March to the beginning of April. A total of 227 orders were placed through the plant sale. Paul Tappell, with Fish Consultants, provided a preliminary design for the Family Forest Fish Passage Project (FFFPP) culvert replacement for Lyndes on Liljedahl Creek. He also estimated the project will cost \$11,600 over the initial estimate, so the District requested additional funds from the Interagency Committee (IAC).

Ben Smith moved to approve the amendment to the IAC Project Agreement for the Lyndes FFFPP culvert replacement project for an extra \$11,600. Don Hatler seconded. Motion approved.

Joe Holtrop – The Clallam-Cline piping project is moving along smoothly except a 27" pipe running from the fish screen to where the Dungeness splits off hasn't been made yet and may not be ready in time for irrigation season. Gave presentations at Sequim High School (they are doing a schoolyard habitat project) and at Stevens Middle School (they are interested in doing a wetland enhancement project). Assisted Master Gardeners with stormwater management planning for a proposed parking lot.

Natural Resource Conservation Service (NRCS) Report – Jim Poffel reported that there were three forestry Environmental Quality Incentives Program (EQIP) sign-ups in Clallam County, most with thinning and slash components. He will be working on conservation plans and environmental evaluations for those contracts during the next couple months. Lazy J Tree farm also signed up for EQIP for a liner for their irrigation pond with the hope of obtaining funds from both the District's Irrigation Efficiencies program and EQIP.

Treasurer's Report

Ben Smith moved to approve the February financial report and approve for payment those checks described as 6240 to 6345 in the total amount of \$1,050,331.84. Don Hatler seconded. Motion approved.

The Board complimented Janell Kiphart on a successful state and internal audit. Ben Smith, Don Hatler, Stu Trefry, Joe Holtrop and Janell completed both the exit portion of the state audit and the internal audit today.

OLD BUSINESS

Aquifer Recharge Interlocal Agreement – Joe Holtrop explained that this agreement would have the District provide assistance with planning and would also have the District billed directly by Mountain West for work installing irrigation system connections for aquifer recharge as they install the Clallam-Cline pipelines. This will eliminate Clallam County having to pay Mountain West.

Amendment to NRCS engineering services agreement – Joe Holtrop reported that the Board approved this agreement last month but we hadn't initialed the wording changes requested by the Board. NRCS had their contract specialist make some official changes, but since then it has been determined that the budget amount for contract has been exceeded, therefore funding for Leigh Nelson's time may be necessary. Action was postponed until next month when the contract can again be reworked.

Professional Services Contract with Ducks Unlimited for Lake Farm Wetland Engineering – Clea Rome presented the Board with a contract that would provide Ducks Unlimited with funding the District obtained to have them complete the Lake Farm Wetland enhancement project from start to finish. The Board asked that Clea have the contract, specifically the Hold Harmless portion, reviewed by Washington Governmental Entity Pool and an attorney. Action will be taken after the agreement is reviewed. Planning and design work has started on this project so the Board suggested that the contract be retroactive.

NEW BUSINESS

Personal Services Contract with Northwest Thinning for Big River Tree Planting – Meghan Peacock presented the Board with the Contract to have Northwest Thinning plant the trees along the Big River knotweed eradication sites at \$0.40 per tree.

Ben Smith moved to approve the Personal Services Contract with Northwest Thinning, Inc. for tree planting on the Big River. Don Hatler seconded. Motion approved.

Cooperator Agreements

Gerald & Penelope Manser – Meghan Peacock requested that the Mansers be approved as District Cooperators. They have five acres on Pinnell Road where they raise four donkeys, one horse, three sheep and four goats. They are interested in help planning their farm to grow more pasture, reduce mud and manage their manure.

Ben Smith moved to approve Gerald and Penelope Manser as District Cooperators. Don Hatler seconded. Motion approved.

Executive Session – Annual Performance Review for Jennifer Coyle-Bond and Joe Holtrop

Don Hatler moved to approve a step increase for Jennifer Coyle-Bond retroactive to March 1, 2007 from Conservation Planner 2 Step C to Conservation Planner 2 Step E. Ben Smith seconded. Motion approved.

Action on Joe Holtrop's annual performance review was tabled until next month.

Review of Official Actions of Meeting

The meeting was adjourned at 5:45 PM.